

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131

DIRECTIVE  
NUMBER 35-2

3 August 2003

**MORALE AND WELFARE**

Environmental and Morale Leave (EML)

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1. **Summary.** This Directive establishes the Environmental and Morale Leave (EML) Program for Department of Defense (DoD) military and civilian personnel and their family members who are stationed at overseas locations in the USEUCOM Area of Responsibility (AOR).
  2. **Applicability.** This Directive applies to all eligible U.S. uniformed services and U.S. Coast Guard personnel, DoD civilian employees and command sponsored family members of eligible personnel stationed in designated EML origin locations.
  3. **Internal Control Systems.** This Directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
  4. **Suggested Improvements.** The proponent of this directive is ECJ1-QB, recommendations for changes or corrections should be sent to HQ USEUCOM, ATTN: ECJ1-QB, Unit 30400, APO AE 09131.
  5. **References.**
    - a. DoD 1327.5, Leave and Liberty.
    - b. DoD 4515.13R, Air Transportation Eligibility.
    - c. DoD 4500.54G, Foreign Clearance Guide.
    - d. Memorandum, Deputy Secretary of Defense, subject: Funded Environmental and Morale Leave Program, 7 Feb 86.
    - e. JFTR, Chapter 7, Part H, U7207.
    - f. JTR, Chapter 6, Part P, C6700.

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This Directive supersedes ED 35-2, dated 30 January 2002.

## 6. **Explanation of Terms.**

a. Environmental and Morale Leave (EML) is leave granted at overseas installations where environmental conditions require special arrangement for leave in more desirable locations at periodic intervals. There are two types of EML, Unfunded EML (UEML) and Funded EML (FEML).

b. Unfunded EML (UEML) is a benefit which utilizes military airlift to provide relief by allowing those eligible to travel on DoD owned and operated aircraft at a higher Space-Available priority while traveling on EML orders. Appendix A lists UEML locations and designated UEML destinations

c. Funded EML (FEML) is a benefit which utilizes commercial transportation to provide relief for personnel assigned to EML locations that do not have scheduled military airlift. Appendix B lists FEML locations and designated FEML destinations.

7. **Program Control.** All participants in the EML program must be fully aware of the purpose, eligibility requirements, rules, regulations, and limitations of the EML program and space available travel. Commands must ensure administrative controls allow all eligible personnel and their dependents to participate and that participating members review and understand EML space available travel restrictions prior to commencing travel.

a. Participating Individuals. EML travelers must:

(1) Comply with policies and procedures outlined in Appendix A (UEML) or Appendix B (FEML).

(2) Be in a leave status, whether military or civilian, to participate in EML travel.

(3) Follow directives and requirements pertaining to passports, visas, foreign customs, and immunizations.

(4) Not exceed AMC baggage allowances.

(5) Have sufficient funds to defray the cost of return travel to the location of assignment via commercial transportation, if necessary.

b. USEUCOM Component Commanders and/or Sub-Unified Commanders.

(1) Oversee administration and policy promulgation of the USEUCOM EML program within their respective commands. Act as executive agent for tenant organizations at installations or bases for which they are responsible.

(2) Appoint local approving or authenticating authorities to administer the EML program. These authorities will act as executive agents for all tenant activities on their installation (i.e. DoDDS, DLA, DeCA). These authorities will:

(a) Issue USEUCOM Form 35-2-R that identifies eligible personnel and represents travel authorization. Issuing authority will validate eligibility, identify personnel as valid EML participants, and provide authorization for travel and issuance of EML travel orders. The original order will be marked as such. Only the original will be used for travel and will be returned to the issuing activity upon completion of EML travel.

(b) Establish administrative controls to ensure strict adherence to the provisions of this directive and reference 5a to maintain the integrity of the EML Program. This includes preparing or endorsing all UEML waiver or extension requests for personnel through appropriate command channels IAW paragraphs 8e and 8f. Tenant organizations will process waiver request through the same command channels as those of the executive agent.

(c) Maintain records pertaining to EML for a period of two years for audit purposes.

(3) Appoint a functional proponent for the EML program within the command. Proponent will maintain a list of local installation approving authorities for EML orders. List will be forwarded annually to HQ USEUCOM ECJ1-QB.

(4) Establish policy for and review all exceptions to policy and EML order extension requests IAW paragraphs 8e and 8f.

(5) Component Commands are not authorized to supplement this Directive.

c. **AMC Terminal Authorities.**

(1) Ensure all passengers traveling in EML status present proper and complete travel authorization and meet the requirements of other applicable directives for space available travel.

(2) Permit UEML participants to enter their names on space available listings for more than one destination, as authorized by travel orders.

(3) When UEML traveler is departing country of origin, delete from block 3b of orders destination(s) not selected.

8. **General Policies.**

a. **In-transit Status.** To provide maximum possibility of continued airlift between both FEML/UEML locations and desired EML destinations, participants may in-transit AMC terminals. For a passenger to qualify for in-transit status the following requirements apply:

(1) In-Transit AMC terminals along the route to the selected EML destination must be listed in Block 8 of USEUCOM Form 35-2-R.

(2) To retain in-transit status, passenger(s) must register for onward space available travel within six hours of their arrival. In-transit status travelers are not authorized to remain at the in-transit point(s) longer than necessary to obtain the first available onward transportation. Failure to comply with the above will result in loss of eligibility for further EML travel.

(3) Passengers must meet entry requirements for all in-transit locations listed on EML authorizations as prescribed by the Foreign Clearance Guide, and as implemented by applicable Service directives: AFR 8-5, ARs 1-40 and 630-5, and OPNAVINST 3710.2.

b. Dual sponsors. Dual sponsors are authorized the requisite number of trips outlined in Appendix A or Appendix B. Dual sponsors are not to be considered as both family members and sponsors. Personnel in this category will make a choice when taking their first authorized trip to be considered either their own sponsor or as a dependent of the spouse. This prevents abuse of the system by members taking more than the authorized number of trips. This policy also applies to children of dual sponsors.

c. Unauthorized travel. Failure to comply with EML travel guidelines will result in the loss of travel privileges. Travelers may also incur additional penalties for unauthorized travel imposed by AMC.

d. Emergency UEML program. Certain temporal environmental circumstances at USEUCOM locations may dictate a need for designating emergency UEML. Emergency UEML designation will have established start and end dates. As an example, seasonal (summer) droughts at NAS Rota warranted emergency UEML designation from 15 Jun 03 through 30 Sep 03. When requesting emergency UEML, evaluate the request in light of the precedent. Requests for emergency UEML will be submitted as exceptions to policy using the data sheet at Appendix F through major commands to USEUCOM ECJ1-QB.

e. Validity of EML Orders - request for extension.

(1) EML orders are valid for 90 days from the date of sign-up for travel or travel date whichever comes first. USEUCOM component/sub-unified commanders can approve requests for extension to the 90-day period. Requests will be submitted to the appropriate USEUCOM component/sub-unified headquarters via message format with USEUCOM/ECJ1-QB as an information addressee. This authority cannot be further delegated.

(2) The 90-day expiration of EML orders will not be extended except in unusual cases where conditions causing the delay at destination or en route are beyond the control of the traveler.

(3) Format for extension requests are at Appendix E.

f. Policy on allowable EML travel timeframe - request for waiver ("The six month rule"). USEUCOM component/sub-unified commanders are authorized to grant waivers to allow qualified individuals to travel on EML within six months of arrival or departure of EML origin site location. This authority cannot be further delegated. The "six month rule" does not apply to personnel serving on dependent restricted tours. Waiver requests will be forwarded via message or memorandum to the appropriate component/sub-unified commanders with USEUCOM/ECJ1-QB as an information addressee. Format for waiver requests in message format are at Appendix E.

g. Certification/Recertification of EML Locations.

(1) Criteria for EML Designation: EML locations will be limited to areas where one or more of the following conditions exist:

(a) Extraordinarily difficult living conditions, such as geographic isolation, substandard housing, inadequate commercial transportation, and lack of cultural or recreational facilities.

(b) Notably unhealthy conditions, such as high incidence of disease and epidemics, lack of public sanitation, and inadequate health control measures.

(c) Excessive physical hardship, such as harmful effects from climate and altitude or dangerous conditions affecting life, physical well-being, or mental health.

(2) Locations seeking EML authorization must submit an EML data sheet (Appendix F) to HQ USEUCOM/ECJ1 for UEML, and to the Deputy Assistant Secretary of Defense, Force Management Policy via HQ USEUCOM/ECJ1-QB for FEML.

(3) The Deputy Assistant Secretary of Defense, Force Management Policy recertifies FEML locations every two years (even year cycle). HQ USEUCOM recertifies UEML locations every two years (odd year cycle). When notified of the recertification process, EML locations must submit an EML data sheet (Appendix F) justifying continued EML eligibility.

h. Leave Status. Travel to and from EML areas is not charged to leave. Chargeable leave begins the day after eligible personnel arrive at the aerial port of debarkation (APOD) and ends the day prior to the day the individual reports to the aerial port of embarkation (APOE).

9. **EML Authorization Format and Form Preparation.**

a. To standardize USEUCOM EML orders, USEUCOM Form 35-2-R, Appendix C, will be utilized.

b. General instructions for USEUCOM Form 35-2-R are at Appendix D.

c. Local reproduction of USEUCOM Form 35-2-R is authorized.

10. **Documentation Required for EML Travel.**

a. Military personnel.

(1) USEUCOM Form 35-2-R (EML authorization).

(2) Leave authorization as required by DoD component Service.

(3) Passport and necessary visas, if applicable, when required by the Foreign Clearance Guide.

b. DoD Civilians.

(1) Valid identification card.

(2) USEUCOM Form 35-2-R (EML authorization).

(3) Standard Form 71 (Application for Leave) or other appropriate leave documentation. Sufficient copies should be made so the traveler will have one for travel purposes.

(4) In the case of DoDDS personnel, an official letter from the school principal stating the authorized period of absence will suffice.

(5) Passport with necessary visas.

c. Family Members.

(1) Valid identification cards (spouse and children 10 years or older).

(2) USEUCOM Form 35-2-R (EML authorization).

(3) Passport with necessary visas.

FOR THE COMMANDER.

OFFICIAL

JOHN B. SYLVESTER  
LTG, USA  
Chief of Staff

DANIEL A. FINLEY?  
MAJ, USA  
Adjutant General

APPENDIXES

A - Unfunded EML

B - Funded EML

C - USEUCOM Form 35-2-R

D - Instructions For Completing USEUCOM Form 35-2-R, EML Travel Authorization

E - Format for Requesting a Waiver, Extension or Exception to Policy

F - EML Data Sheet

DISTRIBUTION

P

## APPENDIX A

## Unfunded EML (UEML)

## A-1. General.

a. Unfunded EML (UEML) utilizes military airlift to provide relief by allowing those eligible to travel on DoD-owned and operated aircraft at a higher Space-Available priority while traveling on EML orders. DoD personnel and their family members at designated overseas locations are permitted travel on DoD-owned or controlled aircraft between approved UEML location and one approved UEML destination. UEML travelers may use either regularly scheduled AMC aircraft or unscheduled aircraft of opportunity

b. Authorized Participants. Personnel in the following categories who are assigned to a designated UEML location are eligible for UEML (TDY/TAD personnel are ineligible regardless of duration of their duty):

(1) All active duty uniformed services personnel including the U.S. Coast Guard.

(2) U.S. citizen civilian employees of DoD who are eligible for government transportation to the United States upon completion of their overseas tour (JFTR Vol II). This includes non-appropriated fund employees who are recruited from CONUS and are on duty with the Armed Forces.

(3) Full-time paid personnel of the American Red Cross on duty with the military Service and their families.

(4) Command sponsored family members of eligible personnel.

c. Authorized Number of UEML Trips. UEML travel benefits are granted based on tour length of the sponsor. Authorized number of trips is as follows:

Tour Length	Total Number of Trips Authorized	Number of Trips which can be to CONUS
Less than 24 Months	2	1
24 months or more	4	2
36 months or more	6	3

Trips may not be accumulated from one year to the next. The yearly accountable time frame for the sponsor and family member(s) begins the date the sponsor arrives on station.

## A-2. Travel Categories.

a. Sponsors and family members traveling with their sponsors in an EML status will be assigned Category II travel priority when traveling Space-Available to/from authorized destinations, except as specified in subparagraph d below.

b. Family members traveling unaccompanied under EML orders will be authorized Space-A travel at Category IV priority when traveling to/from authorized destinations. Family members under the age of 18 must be accompanied by an EML eligible parent or legal guardian.

c. DoDDS teachers and family members traveling with their sponsor will be assigned travel Category II during holiday/vacation periods in the September through June school year but not during the summer vacation period. During the summer vacation period, travel is at Category IV when traveling to/from authorized destinations.

## APPENDIX A (Cont)

## Unfunded EML (UEML)

## d. Combination Travel.

(1) Family members who travel to EML destinations without their sponsor and who are subsequently joined by their sponsor, traveling on separate EML orders at Category II, may be allowed to travel accompanied Category II on remainder of the trip. The two sets of EML orders will be attached together. Sponsor and family member will sign up for Space-A travel at the same time. Passenger service personnel will annotate in bold writing that two originals are attached. If the sponsor does not respond to Category II roll call with family members, family members' status will be lowered to Category IV.

(2) Reverse situation: When a sponsor must return to his/her duty station earlier than the family members, the sponsor must present a copy of the UEML orders for return travel. The original copy is to be used by family members for return travel at CAT IV.

## A-3. Travel Restrictions (see ED 35-2, paragraph 8a for in-transit policy).

a. Personnel traveling on UEML must have orders specifying a single authorized destination. Orders are valid only when traveling between the origin location and the destination listed (via in-transit AMC terminals listed in block 8 of EML travel order). In order to take advantage of multiple AMC channel or special mission flights at origin terminals, orders may initially specify (block 3b) more than one authorized destination as listed in this Appendix. When a final destination is selected, others listed will be deleted by the terminal operator before departure. Passengers on aircraft within EML origin countries do not need to have orders annotated with a choice of multiple final destinations until arrival at an aerial port of departure for EML travel. EXAMPLE: A passenger in Turkey traveling within that country does not have to choose a final destination while traveling in country as long as personnel comply with in-transit policy.

b. Scheduling of aircraft for EML travel is not authorized. The UEML program is designed to utilize space available seats on duty aircraft after all duty requirements are filled.

c. UEML may not be used in conjunction with or in place of other space available or space required travel. For example, EML travel is not authorized for the following:

- (1) Student travel to or from CONUS.
- (2) Early return of family members to CONUS.
- (3) In conjunction with TAD/TDY.
- (4) House hunting or picking up/buying a vehicle.
- (5) Medical reasons such as elective surgery or childbirth, medical appointment.
- (6) Emergency leave.
- (7) In conjunction with COT leave.

## A-4. Continuing Travel.

a. Active duty military personnel and their families when traveling accompanied, who desire to proceed beyond the UEML destination specified in their UEML orders, may do so, but under the normal Space-A travel priority of III. Under these circumstances, UEML procedures will not apply and subsequent travel will be governed by DoD Directive 4515.13-R, Chapter 6. Travelers returning to USEUCOM will travel at Category III until they reach the USEUCOM UEML destination listed on the UEML travel order. Travel from the USEUCOM UEML destination to the UEML location will be at II.

## APPENDIX A (Cont)

## Unfunded EML (UEML)

b. Personnel ineligible for normal space available (category III) privileges are not allowed to proceed via DoD owned or operated aircraft beyond the destination authorized in their UEML orders.

## A-5. UEML Locations/Destinations.

## a. ORIGIN LOCATION

Souda Bay, Crete  
Gibraltar  
Araxos, Greece  
Italy (Gaeta, Ghedi, La Maddalena, Naples, Sigonella, Grottaglie only)  
Keflavik, Iceland  
Norway (Stavanger and Olso only)  
Mainland Portugal , Lajes, Azores, Portugal  
Spain (Sonseca and Moron only)  
Turkey (Akinci, Balikesir, Eskisehir, Incirlik, and Istanbul) Karup, Denmark  
Halli, Finland

## b. AUTHORIZED DESTINATIONS FOR ALL THE ABOVE:

(1) NON RESTRICTED: GERMANY, ENGLAND, ITALY, SPAIN, GREECE,  
CRETE, TURKEY

(2) RESTRICTED: CONUS (authorized ONLY IAW Appendix A, paragraph 1c) and  
destinations not listed (considered only as exceptions to policy requiring prior approval from ECJ1-QB).

## APPENDIX B

## Funded EML (FEML)

B-1. Funded EML (FEML) is an entitlement which utilizes commercial transportation to provide relief for personnel assigned to EML locations that does not have scheduled military airlift. At FEML locations, the government will fund transportation from the location to an approved destination that provides relief. Those authorized FEML are also authorized Unfunded EML (UEML).

B-2. Authorized Participants. Personnel in the following categories who are assigned to a designated FEML location (listed JFTR Vol. I, U7207 and JTR Vol. II, C6700) are eligible for FEML (TDY/TAD personnel are ineligible regardless of duration of their duty):

a. All active duty uniformed services personnel including the U.S. Coast Guard on 24-month tour length or longer.

b. Command sponsored family members of eligible personnel; however, those under the age of 18 must travel accompanied by an adult FEML eligible parent or legal guardian.

c. Number of FEML trips. Eligible personnel are authorized one funded trip during a 24-month tour and two funded trips during a 36-month tour.

d. Restrictions. FEML/UEML may not be used in conjunction with or in place of other space available or space required travel. For example, FEML travel is not authorized for the following:

(1) Student travel to or from CONUS.

(2) Early return of family members to CONUS.

(3) In conjunction with TAD/TDY

(4) In lieu of other space-required or space available eligibility (medical, house hunting...).

e. Funding. Funding for FEML will come from within each activity's available resources. While eligible participants may be provided commercial air transportation at Government expense between the FEML duty locations and FEML destinations, commanders must use available military air resources first, when approving FEML travel.

f. Reimbursable Costs. Reimbursement for FEML will be IAW JFTR Vol. I and applies only to the cost of round trip air travel to FEML destination. Personnel who are authorized FEML may utilize package tours. However, only the travel portion of the tour is reimbursable as FEML. Lodging, meals, city tours, rental cars, etc. will not be reimbursed. Reimbursement will not exceed the cost of a round trip commercial airline fare from the FEML location to the authorized FEML destination in JFTR Vol. I, Chap. U7207 and JTR Vol. II, Chap. 6, Part P, C6700.

g. UEML. Those assigned to FEML locations are also authorized UEML. Personnel may request combination of FEML/UEML travel from ECJ1-QB. UEML policies and procedures are at App A.

## APPENDIX B (Cont)

## Funded EML (FEML)

## h. Funded EML Locations in USEUCOM.

Albania, Tirana  
 Armenia, Yerevan  
 Azerbaijan, Baku  
 Belarus, Minsk  
 Belgrade, Serbia & Montenegro (Former Republic of Yugoslavia)  
 Botswana, Gaborone  
 Bulgaria, Sofia  
 Cameroon, Yaounde  
 Chad, Ndjamena  
 Croatia, Zagreb  
 Cyprus, Nicosia  
 Democratic Republic of Congo, Kinshasa  
 Estonia, Tallinn  
 Gabon, Libreville  
 Georgia, Tbilisi  
 Ghana, Accra  
 Greece (Athens and Larissa)  
 Guinea, Conakry  
 Israel, Tel Aviv  
 Ivory Coast, Abidjan  
 Latvia, Riga  
 Lithuania, Vilnius  
 Mali, Bamako  
 Moldova, Chisnau  
 Morocco, Rabat  
 Mozambique, Maputo  
 Namibia, Windhoek  
 Niger, Niamey  
 Nigeria, Lagos  
 Poland, Warsaw  
 Romania, Bucharest  
 Russia, Moscow  
 Rwanda, Kigali  
 Senegal, Dakar  
 Skopje, FYRM  
 South Africa, Pretoria  
 Syria, Damascus  
 Tanzania, Dar Es Salaam  
 Tunisia, Tunis  
 Turkey, Ankara  
 Uganda, Kampala  
 Ukraine, Kiev  
 Zambia, Lusaka  
 Zimbabwe, Harare

\*\*\*\*\* Destination \*\*\*\*\*

\*\*\*\* For All Locations \*\*\*\*

\*\*\*\*\* Is Frankfurt, GE \*\*\*\*\*

(Except Guinea, Conakry - Paris or Frankfurt)

## APPENDIX C

## USEUCOM Form 35-2-R, EML Travel Authorization

29 MAY 1996

ED 35-2

TRAVEL AUTHORIZATIONS FOR PARTICIPANTS IN ENVIRONMENTAL AND MORALE LEAVE (This form is affected by the Privacy Act of 1974)			
PRIVACY ACT STATEMENT			
The information requested herein is solicited under the authority of 10 USC 124, Combatant Commands : Establishments composition, functions, administration and support and EO 9397, 22 Nov. 1943. Numbering System for Federal Accounts Relating to individual persons. This information will be used as an authorization to travel by EML eligible members. Use of the SSN is necessary to make positive identification of the individual records. This information becomes the record copy of orders after approval authentication, and it enables members in overseas area to procure transportation to and from the Aerial Port of Embarkation. Furnishing this information is not mandatory, but failure to do so would preclude publications of orders.			
TO		FROM	
1. ENVIRONMENTAL AND MORALE LEAVE TRAVELERS			
a. NAME (Last, First, MI)	b. Passport No/SSN	c. Grade/Status	d. Date of Birth (Children)
e. Sponsor's Name (Last, First, MI)	f. Grade/Rank	g. SSN	h. Organization
2. EFFECTIVE SIGNATURE DATE		3. ITINERARY	
		a. From (Pt of Origin)	b. To (One Country Only)
		c. Return to (Pt of Origin)	
4. EXPIRATION DATE		5. SIGNATURE OF SPONSOR	
6. DATE			
7. RESTRICTIONS: 66 lbs of baggage is the maximum amount authorized. Travel within CONUS under this program is prohibited. ● Traveler will comply with directives pertaining to passports, visas, foreign customs and immunizations. ● Traveler must have sufficient personal funds to defray the cost of return trip to point of origin if space available transportation cannot be provided. ● Travel is space available only. Orders will remain valid for 90 days from the effective sign-up date. Failure to register for follow-on routing within six hours at transitory terminal will result in loss of follow-on priority and/or sign-up order. Violation of DOD 4515.13R, Chap 6, may result in individual being held accountable for charges based on AMC tariff rate.			
USE OF AUTHORIZING OFFICIAL ONLY			
8. REMARKS ( 1st 2nd Trip): List transiting enroute MAC terminals			
9. Typed name, grade, title of Unit Commander/ Designated approving official		10. SIGNATURE	
U.S. ARMY AND U.S. AIR FORCE AS REQUIRED			
11. DESIGNATION AND LOCATION OF HQ		12. SPECIAL ORDER NUMBER	
		13. DATE	
		14. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL	

USEUCOM FORM 35-2-R, MAY 96, PREVIOUS EDITION AUTHORIZED

## APPENDIX D

## Instructions For Completing USEUCOM Form 35-2-R, EML Travel Authorization

## Block 1. Environmental and Morale Leave Travelers

- a. All travelers intending to perform EML travel on this authorization will be listed.
- b. List passport number and/or SSAN for each traveler. If the traveler has not been assigned both a passport number and SSAN, either one is sufficient.
- c. For sponsors: Enter grade and Service; for instance: CAPT/USN or GS-11/DNC (Department of the Navy Civilian); DAFC (Department of the Air Force Civilian).  
For family members: Enter status; for instance: FM/WIFE.
- d. Enter date of birth of children who are traveling on the authorization.
- e. Enter sponsor's name, whether the sponsor intends to travel on the authorization or not.
- f. Enter sponsor's grade.
- g. Enter sponsor's SSAN.
- h. Enter sponsor's organization; for instance: 316 TRANSP SQ.

Block 2. Effective Sign-up Date. The effective sign-up date is the date the travelers plan to sign up for EML travel. They may not sign up prior to the effective sign-up date. For EML Travel Authorizations which include the sponsor among the travelers, the effective sign-up date assigned shall not be prior to the sponsor's effective leave date, unless civilian sponsor is in a non-duty status preceding authorized leave.

## Block 3. Itinerary. (Complete in accordance with Appendixes A and B).

- a. From: Indicate country from which travel will commence.
- b. EML destination (only one destination may be listed).
- c. Return to: Same as point of origin.

NOTE: EML orders only authorize travel to a single destination cited in block 3b. Without regard to the enroute terminals listed in Block 8, the traveler's final destination identified in this block is the only location at which the EML traveler may stay. Why is this the only location that travelers must stay? One of the considerations for FEML is availability of Space A so the intention would not be for the individual to stay there.

Block 4. Expiration Date. All EML authorizations will be valid for 90 days from the effective sign up date. Extensions will be requested by the sponsor or the unit commander/designated approving official and approved appropriate USEUCOM component headquarters.

Block 5. Signature of Sponsor. The sponsor will sign; however, in those cases when the sponsor is deployed or for any reason unable to sign, sponsor's unit commander/designated approving official is authorized to sign this block.

## APPENDIX D (Cont)

## Instructions For Completing USEUCOM Form 35-2-R, EML Travel Authorization

Block 6. Date. Date signed by sponsor or in the case cited in paragraph 5 above, sponsor's unit commander/designated approving official. The date must be the same as, or earlier than, effective date in block 2.

Block 7. Restrictions. Listing of restrictions regarding EML traveler's information.

Block 8. Remarks. Check block beside trip number.

a. Place sponsor's date of arrival on station in the block; for example "DAS 4 JUL 03". (This indicates the sponsor and any family members are entitled to two trips through 3 JUL 03, 4 JUL 03 would be the first day of the next accounting period. The effective sign-up date entered on the EML authorization determines which period the trip is charged against.

b. Any AMC terminal likely to be transited en route to the destination or on the return trip should be listed in accordance with paragraph 8a.

Blocks 9, 10, 11, 12, 13, 14 - complete as indicated.

NOTE: The USEUCOM Form 35-2-R is prepared for both accompanied and unaccompanied family member(s) travel. In no case should separate EML authorizations, one for the sponsor and one for the family member(s), be made when the sponsor and family member(s) are traveling together. If the family member(s) and sponsor's names do not appear on the same EML authorization, the family member(s) will be processed as if they were unaccompanied and will receive a lower space available priority than the sponsor. Even if the sponsor is accompanying the family member(s) for only a portion of the trip, only the sponsor's EML orders should be used. After separation from the sponsor, the original accompanied travel EML authorization will be valid for the family member (s') travel to the EML destination in the unaccompanied travel priority.

## APPENDIX E

## Format for Requesting a Waiver, Extension or Exception to Policy

Provide the following information:

- a. Name, rank, SSAN, and unit of the individual.
- b. Date arrived on station.
- c. Past EML trips (Include all EML trips, regardless of the type).
- d. Projected date of departure (identify length of extension, if appropriate).
- e. Inclusive EML travel dates requested.
- f. Justification for the waiver or extension.
- g. Commander's recommendation.
- h. POC for the request, including name, rank, telephone number, and fax number.
- i. Address waiver requests to Appropriate Component HQ:

COMUSAREUR HEIDELBERG GE//AEAGA//  
HQ USAFE RAMSTEIN AB GE//DP//  
COMUSNAVEUR LONDON UK//N1//

INFO COMUSEUCOM VAIHINGEN GE//ECJ1-QB//

## APPENDIX F

## EML Data Sheet

This data sheet shall be used for locations requesting and/or recertifying EML status as a guide to ensure that the minimum required factors are considered.

F-1. Identify the installation, the location of the installation, and the date the data sheet is being prepared.

F-2. Indicate the current tour lengths, both accompanied-by-family members and all others.

F-3. Indicate the host command of the installation.

F-4. Affected Population. By Military Service, list the number of officer and enlisted Service members, DoD civilians, command-sponsored family members (broken down in to officer/enlisted/civilian) and unaccompanied officer and enlisted Service members.

F-5. Geography.

a. Nearest community (town, population, distance, and driving time).

b. Nearest community with population over 10,000 or more (town, population, distance, and driving time).

F-6. If isolation is a contributing factor, explain.

F-7. Climate.

a. Temperature: highest, lowest, annual average.

b. Humidity: highest, lowest, annual average.

c. Precipitation: annual average snow and rain.

F-8. If climate is a contributing factor, explain.

F-9. If location is not self-supporting, identify support base (base, distance, driving time).

F-10. Nearest major U.S. installation (base, distance, driving time).

F-11. Medical Support.

a. Describe the medical and dental support and facilities at the location.

b. Is medical and dental care available in the following specialties?

(1) Internal medicine.

(2) OB/GYN.

(3) Pediatrics.

(4) General surgery.

(5) Oral surgery.

c. Is family member medical care usually available? Dental?

d. What is the location of the nearest medical and dental care if not available at this location (base, distance, driving time)?

## APPENDIX F (Cont)

## EML Data Sheet

## F-12. Commissary Support.

- a. Is there an adequate U.S. commissary at this location?
- b. If not, where is the nearest available U.S. commissary?
- c. Comment on the civilian food market:
  - (1) Availability.
  - (2) Cost.
  - (3) Sanitation.

## F-13. Exchange Support.

- a. Is there an adequate U.S. exchange (BX/PX/NEX) at the location?
- b. If not, where is the nearest adequate U.S. exchange (location, distance, driving time)?
- c. Comment on the local civilian market:
  - (1) Availability.
  - (2) Cost.
- d. Are banking facilities available?

## F-14. Education Support.

- a. Comment on the availability and accreditation status of schools to include location (include commuting time).
- b. Comment on off-duty education available to sponsors and family members.
- c. Comment on library facilities.

## F-15. Religious Support. Comment on available religious facilities and support.

## F-16. MWR Support. Comment on available facilities and support, both on and off base to include childcare.

## F-17. What is the average mail delivery time to and from the U.S. (air and surface mail)?

## F-18. Describe the nature and extent of any restriction on social life of Service members, bachelor and married, accompanied and unaccompanied, and male and female due to local customs, language, attitude of the local population, government restrictions, political climate, and so forth.

## F-19. Transportation Support.

- a. Describe the in-country transportation systems.
- b. Comment on the necessity of having a privately owned vehicle (POV).
- c. Describe the international air support between the proposed EML location and destination.

## APPENDIX F (Cont)

## EML Data Sheet

d. What is the distance between the proposed EML location and the nearest international terminal or U.S. military installation where military airlift is available?

e. What are the costs of civilian transportation between the proposed EML duty location and destinations?

f. Explain any unique difficulties.

F-20. Comments on housing at the location.

F-21. Add any additional comments that should be considered.